

Chapter 29

SC RSID Maintenance

29-1. General. This function will allow you to update the address information for the RS. If an RS moves or is having the mail delivered to another address, you can make the changes to the information. The Rctg Bn FAZR clerk normally updates the address information, but you can do it from this screen.

29-2. Procedures.

a. You will need to connect to the **ARISS Top of Sy(tem)** to generate selected reports. If you need assistance going to the TOS review chapter 24 on connecting to the TOS.

b. You will see a menu list appear on the left of the **Content Page**. Click on **RSID Maintenance** to review the information you can change.



c. Review the information on the screen and make any corrections or add any missing information. Usually, the Rctg Bn FAZR clerk will update this information, but you can make changes if necessary. You are limited on the information that you can change but once you correct or add information to this screen, just click on the **Save** icon.

